

# MINUTES

## American Society of Safety Engineers (ASSE) Northeastern Illinois (NEIL) Chapter

Board Meeting: March 18, 2016

<b>Board Members Present</b>	
<b>Jason Meiner</b> - President	<b>Charlie Vasconez</b> – NIU Student Chapter
<b>Amy Timmerman</b> – President-elect	Liasion / Scholarships & Grants
<b>Sara Gibson</b> - Treasurer	<b>Ken Orms</b> - CSC Co-Chair
<b>Mike Saujani</b> – Past President and Sponsorship Coordinator	<b>Bob Wasick</b> – Former President
<b>Ellen Gallo</b> – Membership	<b>Mike Sarlitto</b> – Governmental Affairs Chair
<b>Claire Nachowicz</b> – Website	<b>John Hoekstra</b> – NEIL Member

### 1. Meeting Call to Order @ 2:19 pm

### 2. Secretary Report – Dow Carter (not present)

- February meeting minutes were distributed electronically for comment prior to the March meeting. Motion was made by Sara Gibson to approve the revised February Meeting minutes, seconded by Ken Orms. The minutes were approved unanimously with no oppositions.

### 3. Treasurer's Report- Sara Gibson

- Sara provided current summary of accounts:
  - Checking \$14,318.98
  - CSHEC Seed Money \$ 5,000.00 (Chase Account)
  - Investment Account \$43,971.23
  - Petty cash \$ 75.00\$ 63,365.21
- After the April elections, Sara will poll the executive board members to determine availability so as to schedule dates for developing a budget to present at the June Planning Meeting for vote/approval.

### 4. Committee Reports

- **Board Elections – Amy Timmerman, Jason Meiner, Mike Saujani**
  - There are only two volunteer candidates for the April elections. John Hoekstra will be running for President-elect and Don Philips will be running for Secretary.
- **Chicagoland Safety Conference (CSC) – Ken Orms**
  - Planning meetings are in process for the 2016 conference and 70 topics are being considered for the 4 day conference.

- A new logo has been designed for the conference to assist in branding the conference. This will eliminate the need to explicitly state how many years the conference has been conducted.
  - The conference committee is currently working on a brochure detailing/highlighting the specifics of the conference.
  - This year the vendor space will be increased creating the possibility of increasing revenue by an additional \$6,000.
  - Dr. Wes Scott from the National Safety Council will be the keynote speaker at this year's conference. He will also be conducting a Professional Development training course during the conference.
- **Newsletter - Don Philips (not present)**
    - Attending board members had requested that the Newsletter be reviewed by at least one board member prior to distribution to the chapter. Jason Meiner had agreed to inform Don that review shall occur prior to distribution. Claire Nachowicz had volunteered to conduct the Newsletter review prior to distribution.
    - With Don Philips running for Secretary, attending board members have commented that a new Newsletter Chair should be nominated. As Amy Timmerman will be President during the 2016/2017 chapter year, Amy will evaluate and nominate this position. Claire Nachowicz had stated she may be interested and would evaluate the additional time commitment as there is the potential in utilizing the MailChimp program to compile and distribute the Newsletter. The MailChimp program is free to the chapter via Society.
- **Membership – Ellen Gallo**
    - Jason Meiner has the survey results from the February survey and that the data from the February survey will be published within the next Newsletter. Responses were received from ~40% of those emailed.
    - Jason and Ellen Gallo will construct and distribute a survey relating to the March meeting and have it electronically distributed the week of March 21<sup>st</sup>. Google Forms will once again be used due to the ease of distribution and compiling/graphing of the results.
- **NIU Student Chapter & Scholarships/Grants – Charlie Vasconez**
    - The resume review/workshop with the Student Chapter was held successfully at the NIU student chapter meeting. Seven NEIL members had attended the event and provided feedback and suggestions to the student chapter members.
    - NIU Student Shadow Days is in process of being scheduled. Currently 10 NEIL members have volunteered to host a student for a day. Dr. Mills will match students to a host and will provide the information to Charlie Vasconez so that hosts and students can communicate to schedule dates.
    - For the NEIL Chapter April meeting, there are 4 or 5 students ready to present on their completed or on-going research projects.

- **Webpage/Jobs – Claire Nachowicz**
  - The new website platform has gone live on March 15<sup>th</sup>. This new format now makes the website mobile friendly for those accessing the site via tablets and phones.

## 5. Old Business

- **Region V ROC Meeting**
  - The ROC will be held April 7<sup>th</sup> and 8<sup>th</sup> in Madison, WI. Amy Timmerman and Mike Saujani have confirmed that they will attend the meeting and have already registered and made the necessary hotel reservations.
- **May Seminar**
  - At the February meeting it was identified that when Mike Saujani confirmed/obtained the participation of Rick Shaw to present at the May Seminar that he had agreed that the Chapter would cover his travel expenses up to \$500. The executive board continued the discussion between the February and March meetings to discuss this compensation. Jason Meiner had verified with Rich Shaw that he had made the necessary travel arrangements and that a cost would be incurred if they were canceled. A motion was made to keep the speaker and only reimburse the cancellation fees. The remaining funds would come from sponsors and if not enough sponsors were obtained; Jason Meiner would cover the difference. This motion had failed. A second motion was made (by Sara Gibson and Dow Carter) to reimburse up to \$500 (as originally promised to Rick Shaw). This motion had passed, however the chapter will evaluate at obtaining sponsors to help off-set the costs. Currently one sponsor has been obtained (Athletico) and a second organization (KTS Chicago) has agreed to be a sponsor. Additional sponsors continue to be evaluated and pursued.
  - CEUs have been applied for and awarded for seminar attendees. Those attending will receive 0.5 CEUs. Jason Meiner has the CEU sign-in sheet which shall be used during the seminar.
  - The information on the seminar has been shared with the Greater Chicago and Three Rivers Chapters and the local AIHA Chapter. The seminar information will also be shared with the other chapters within Region V. Additional avenues for promoting the seminar continue to be evaluated.
- **Upcoming Chapter meetings**
  - April – Student Presentations / Elections
  - May - Active Shooter / Workplace Violence
  - June – Annual Planning Meeting

## 6. New Business

- **Harper Community College**
  - The NEIL chapter will participate at the Harper College & Career Expo on Saturday, April 16<sup>th</sup> and are in need of volunteers. Amy Timmerman, Mike Saujani, and Charlie Vasconez have volunteered to assist Sara Gibson and Lauren Nauyokas during the event. The event will include demonstrations and hands-on exercises for kids in grades 4-8.
- **Region V Monthly Meeting/Conference Call**

- The Region V conference call was held on the morning of March 18<sup>th</sup>. During the call Diane Stegall (RVP) has indicated that the region will have to vote on dissolving Stateline as a chapter and that the results will be provided to Society for review and consideration. If the chapter is dissolved, it will become a Section of the NEIL Chapter. The intent is to help rebuild Stateline (through support and mentorship) so that they can potentially become a chapter once again (in 3-5 years).
- Society is currently the annual dues paid by Stateline Chapter members. These funds would be released to NEIL if Stateline becomes a Section. A portion of these funds will then be utilized to assist in establishing a kick-off meeting for the Stateline section. Further discussions will be conducted on April 7<sup>th</sup> and 8<sup>th</sup> during the Region V ROC meetings. Amy Timmerman and Mike Saujani will be present at the meeting to represent the NEIL Chapter.

#### **7. Next Board Meeting**

- Friday, April 15<sup>th</sup>; 11:30 – 3:00 pm; Maggiano's in Schaumburg, IL
  - Student Presentations, Member Recognition, Elections

#### **8. Meeting adjourned at 3:06 pm.**

*Minutes take by Jason Meiner*